



## MEMORANDUM

DATE: March 22, 2019

TO: Mayor Patrick T. Rockinberg and Council Members: President Peter R. Helt, Secretary Jason M. Poirier, Robert H. King, Jr., Larry G. Hushour, Patricia R. Washabaugh

FROM: Barney Quinn  
Town Engineer

ISSUE: HVAC MAINTENANCE CONTRACT FOR TOWN OF MOUNT AIRY

### **PURPOSE:**

Town staff is seeking Council approval to award the HVAC Maintenance Contract for Town of Mount Airy project to the bid that is in the best interest for Mount Airy.

### **BACKGROUND:**

This HVAC two (2) year contract includes four (4) quarterly maintenance cycles for Town Hall, the Police Station, and the Train Station as well as 3 service calls. In addition, this contract offers two possible 2-year renewals.

To fund this project the Town has budgeted for this contract in the FY 2020 budget year.

### **DISCUSSION:**

The Town solicited bids from general contractors during the month of March. Numerous contractors viewed the bid online and the Town received six (6) acceptable bids from contractors in March.

A Quality Heating & Air was the lowest, responsive bidder with a total annual cost of \$6,170.

### **RECOMMENDATION:**

Town staff recommends the Town Council to award the HVAC Maintenance Contract for Town of Mount Airy project # 2019-MA-G-002 to A Quality Heating & Air, in the amount of \$6,170.